



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

April - May 2016

IRIS Financial & Procurement Training Manuals Updated!

The latest versions (4.0) of the IRIS financial and procurement training manuals are now available on the IRIS References & Resources page.

All course exercises are now located in the appendix of each training manual. As a reminder, outside of the classroom these exercises may be used as a point of reference to students who have previously attended the course, or as a possible step by step example of an IRIS activity.

Content updates include required fields for Misc/Fraud PCard vendors, deletion of manual IET process, and updated procedures for managing contracts.

In this Issue:

Testing, Testing, Testing.....	1
Learn More About IRIS HRM.....	2
Team Spotlights.....	2

IRIS Help Desk

Phone: 907.465.5555

Email: IRIS.Project@alaska.gov

IRIS Information Mailing List

Receive important IRIS notifications regarding outages, issue resolutions, and posting of the IRIS Project's monthly newsletter by joining the IRIS Information mailing list. [Click here to subscribe](#) (or unsubscribe).

IRIS.Project@alaska.gov

Testing, Testing, Testing!

Integrated System Testing

Currently, the IRIS HRM team is concentrating on Integrated System Testing Pass 2 (IST2), which involves running through a variety of scenarios of HR and payroll processes to confirm the system is working as expected. The team has over 400 test scripts (sets of step by step instructions) to work through using a variety of data conditions (position types, unions, pay overrides, etc.).



To ensure scenarios are as close to real life actions and processes, data converted from AKPAY is being used for IST2. Workflow – the electronic routing of documents through the system for review and approval is also being tested.

To support IST2, the Technical team is running interfaces needed for the testing and loading updated reference tables.

Parallel Testing

The IRIS HRM team is also conducting parallel testing which involves comparing payroll runs in AKPAY to mock payroll runs in IRIS HRM. Parallel testing will help verify that all employees will be paid correctly when IRIS HRM goes live. The first parallel test is to perform a preliminary verification of a large modification to process semi-monthly payrolls. The test has confirmed that the modification has few, if any, problems. The team is investigating the discrepancies and making configuration adjustments in preparation for repeating parallel test and reduce discrepancies.

User Acceptance Testing

In April, IRIS HRM project team members met with departments to discuss participation in User Acceptance Testing (UAT). The final phase of testing before implementation, UAT is also the most comprehensive type of system testing. During UAT all processes are tested in the new system along with security and workflow and interfaces.

One of the main goals of UAT is to uncover any issues in the configuration and usability of the system so they may be addressed prior to implementation. UAT also helps build confidence in a new system, by allowing future users the opportunity to see the system in action.

UAT is divided into two passes. During UAT Pass 1, the project team will test all processes with assistance from central staff in the Department of Administration. In late August, UAT Pass 2 will begin, offering select agency staff the opportunity to participate in the testing. Agency staff will be able to:

- Test and confirm the configuration and data entered into IRIS HRM
- Test business processes that will be used by their department.
- Verify their department's security and workflow set up

<http://doa.alaska.gov/dof/iris>

Learning More About IRIS HRM



Over the last few months, the Change Management team has been introducing IRIS HRM to State employees with the IRIS HRM Overview presentations. To date, we have reached over 360 employees. If you missed the opportunity to attend one of our sessions, we will be posting a condensed version of the presentation on the IRIS HRM Project home page later this month.

During the presentations, we received a variety of questions about IRIS HRM. We are in the process of posting these questions, along with their answers, to our IRIS HRM FAQ List located on the IRIS SharePoint site. Some popular questions include:

Q. When will Employee Self Service (ESS) be implemented?

A. ESS will be implemented along with IRIS HRM in November 2016. At Go Live, employees will have access to ESS to view and update tax withholdings, view and update address and emergency contact information, and view pay advices and leave balances. ESS also allows employees to submit time, however this function of ESS will be phased in. For more information see FAQ below regarding *How will employees submit their time?*

Q: How will timekeepers enter timesheet data into IRIS HRM?

A: Timekeepers will collect paper timesheets similar to today and enter the data into IRIS HRM. Timesheets submitted through ESS will route through the timekeeper to ensure all timesheets are collected.

Q: How will employees submit their time?

A: At go live, the majority of employees will submit their time as they do today (paper timesheets, leave report, etc.). IRIS HRM provides the ability for employees to enter and submit their own timesheets electronically through Employee Self Service (ESS). The online timesheet feature of ESS will be phased in with a few departments entering time at go live and other departments transitioning post go live. The transition to submitting time through ESS will be coordinated through your departmental timekeeper and payroll contact. Some employees with complex timesheets will continue to submit paper timesheets.

For more information on how employees can submit a timesheet in ESS, check out our short informational video located on the IRIS HRM Project home page.

Note: The IRIS Project team is still configuring ESS, so page content and designs are subject to change prior to implementation. Using ESS to submit timesheets will be used by Department of Administration staff at Go Live.

Q. Do viewing and access rights vary between users?

A. Yes. HRM users are assigned roles that limit what they can view and update based on their job duties. Departmental representatives, working with IRIS HRM project team recommendations determined the initial security and workflow for their departments. Select departmental staff will have an opportunity to verify their security and workflow during UAT Testing.

Q: Why is hands-on training so close to Go Live?

A: End user training, which involves hands-on training, is schedule to occur in late September through implementation. This timeframe was selected to ensure users are trained prior to Go Live, and close enough to being able to work in the system that they retain the information gained in training.

Team Spotlights

Meet Jerry Lenker:

Jerry is the State's IT Lead for HRM, as he is currently the AKPAY support lead. Along with his extreme talent in managing these systems,



he can also juggle three objects while riding a bicycle. He may decide to join the circus post go-live, or continue working on church construction projects in various countries. To date, he has done projects in seven different countries including Western Samoa, which would be his ideal place to live even though he has not been there in almost 20 years. But, the IRIS team knows that the gooey, coconut-ty, caramel-ly goodness of German Chocolate cake is what it takes to keep him around.

Meet Zach

Zegzdryn: Hailing from Palmer, Alaska, Zach is the project's go to guy for testing all facets of the IRIS HRM system. Testing may be what he is



known for on the project, but a little known fact about Zach, or rather his family, is that there are only 10 or so Zegzdryn in the entire country. Another little known fact about Zach is that he has surprisingly good balance, which also extends into his career goals. After graduating college, Zach wanted to get into the IT field and found the perfect balance between functional and technical work with CGI and the IRIS HRM Project. As a fair weather hiker, he loves clear days in Juneau, but hates that Fred Meyer is the primary clothing option. If he could live anywhere, Ashland, Oregon where his two sisters live is where he would go. He describes that place as having the perfect weather and a small town feel.